

<p>CITY OF BEAVERTON Code Compliance Officer</p>
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General Summary

Help businesses and residents understand and comply with their responsibilities under Beaverton's Municipal and Development Codes. Reduce the impact of neighborhood nuisances by investigating complaints and facilitating compliance when code violations are identified. Issue civil infraction citations and prosecute in court. Manage nuisance abatement activities and projects.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Provide information and advice to internal and external customers about the Municipal Code and the Development Code. Interpret code provisions and explain legal requirements. Answer inquiries, make referrals and investigate complaints.
2. Facilitate code compliance when violations are identified by educating businesses and residents about their responsibilities under the code. Document code violations with photographs and case notes. Prepare warning notices to violators. Issue civil infraction citations. Respond to public records requests.
3. Impound abandoned vehicles after due process. Prepare and file police reports on impounded vehicles. Estimate value of impounded vehicles and notify lien holders of value.
4. Prosecute civil infraction cases on behalf of the City. Appear in court for code enforcement proceedings. Negotiate case dispositions as appropriate. Interview and prepare witnesses for case presentation and advise of status. Prepare evidence and exhibits for presentation at trial.
5. Provide professional and credible testimony. Call, examine, and cross-examine witnesses. Introduce and rebut evidence. Respond to pleadings and motions. Prepare dismissals, judgments, and satisfactions of judgment.
6. Manage nuisance abatement projects. Write and submit affidavits for administrative warrants. Obtain administrative warrants from Municipal Court. Execute warrants with the assistance of contractors and police, as needed. Return warrants to Municipal Court upon completion of project. Oversee the work of abatement contractors in the field to achieve code compliance. Prepare and file lien notices to property owner. File liens with Finance Department.
7. Perform summary abatement of obstructions of the public right-of-way. Identify and remove illegal signs from utility poles, median strips, and planter strips. Notify realtors, homeowners, businesses and politicians about legal prohibitions against signs in the public right-of-way.
8. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.

9. Advise supervisors and employees on code issues. Provide information and advice on neighborhood livability and quality of life issues. Participate in development and implementation of new code provisions to address problems not covered by the existing code.
10. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Participate in the City Emergency management program including classes, training sessions and emergency events.
14. Follow standards as outlined in the Employee Handbook.
15. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of the laws and regulations governing municipal code administration.
- ◆ Advanced knowledge of the Beaverton Municipal Code and Development Code.
- ◆ Working knowledge of safety practices and procedures for code inspections and investigations.
- ◆ Advanced knowledge of English grammar, spelling and usage.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Basic knowledge of practices and principles of business administration and decision-making.
- ◆ Basic knowledge of Building Code.

Skills/Abilities Required

- ◆ Advanced ability to analyze and interpret ordinance and compliance issues.
- ◆ Advanced ability to negotiate, influence and persuade parties regarding compliance issues.
- ◆ Strong ability to confront a complete stranger in a confident but non-threatening manner.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations.

- ◆ Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment including typewriter, adding machine and copier.

Minimum Qualifications Required for Entry

Bachelor's degree in a related field and two years experience in municipal code administration, or interpretation/application of ordinances, statutes, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; occasional standing for prolonged periods up to four hours at a time; occasional lifting of objects between 20-50 pounds; occasional climbing, stooping, crawling, walking on uneven ground; occasional use of protective gear or clothing; occasional exposure to high noise levels; occasional exposure/use of power machinery/equipment with cutting or crushing potential; frequent work in traffic zones; frequent dealing with distraught or angry individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads; daily sitting in vehicle for prolonged periods; frequent working outdoors in inclement weather.

Classification History

Code Services Assistant Classification created: 8/99
 Revised: 11/04
 Revised 10/08
 New class specification title 1/1/09: Code Compliance Officer
 Revised 1/1/09

Status: SEIU
 FLSA: Non-exempt

 Department Head Signature

 Human Resources Signature

 Date

 Date